

CHAPTER 13
PERFORMANCE REVIEW
[Prior to 11/5/86, Merit Employment Department[570]]

581—13.1(19A) System established. The director shall establish, administer and maintain a uniform system of performance planning and review to be applied to all employees in the executive branch of state government, excluding board of regents employees, and shall prescribe forms and procedures for its use. Appointing authorities shall determine and assign the job duties to be performed by employees.

581—13.2(19A) Minimum requirements.

13.2(1) Performance plan. The performance plan shall be based on the responsibilities assigned during the rating period and shall include the standards or expectations required for performance to be considered competent or as meeting job expectations. The performance plan shall be given to and discussed with the employee. Significant changes in responsibilities, standards or expectations that occur during the rating period shall be included in the performance plan, and a revised copy given to and discussed with the employee.

13.2(2) Performance evaluation. A performance evaluation shall be prepared for each employee at least every 12 months. Additional evaluations may be prepared at the discretion of the supervisor. Ratings on the evaluation form may be accompanied by descriptive comments supporting the ratings. The evaluation may also include job-related comments concerning areas of strength, areas for improvement, and training/development plans. The supervisor or team shall discuss the evaluation with the employee and the employee shall be given the opportunity to attach written comments. Periods of service during educational leave required by the appointing authority, or military leave, shall be considered competent (3.00) or as meeting job expectations.

Exit performance reviews shall be completed by the former supervisor on or before the last day before the movement of an employee to employment in another section, bureau, division or agency of state government. This review shall be for the period between the previous review up to the movement to the other position. A copy shall be forwarded to the new supervisor of the employee.

581—13.3(19A) Copies of records. The employee shall receive a copy of each performance plan and review. The originals shall be retained by the employee's agency in accordance with the policies of the department. The performance review and attachments are confidential records within the meaning of Iowa Code section 22.7, subsection 11.

These rules are intended to implement Iowa Code section 19A.9.

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CHAPTER 14
LEAVE
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CHAPTER 15
BENEFITS
[Prior to 8/15/86; See Deferred Compensation Program, 270—Ch 4]
Rescinded IAB 1/7/04, effective 2/11/04; see 11—Ch 64